
Subject: Closed Storage

Effective Date: July 1, 2010

Policy Statement:

CYSHCN files must be maintained in an orderly and uniform manner to expedite the responsiveness to the clients and providers.

Closed Storage does not apply to individuals with the diagnoses of PKU, congenital hypothyroidism, galactosemia, sickle cell disease. See Closed Permanent File Policy.

Procedure

After the Permanent brown/blue file has been closed for 3 years retrieve the integrated yellow culled file, if any and place in the Closed Storage for 7 more years to make a total of 10 years. After that they will be manually destroyed in office.

For files of individuals who are deceased and/or over 22 years of age, the files are retained by CYSHCN for three years; retrieve the integrated yellow culled file, if any and after that for 7 more years to make a total of 10 years. (They are in a designed shelf). After that they will be manually destroyed in office.

For files of individuals who were closed for administrative reasons, the file will be retained by CYSHCN and shredded or destroyed after 10 years in another manner which will assure confidentiality of information.